

RESOLUTION #99-15

**A RESOLUTION ESTABLISHING THE BOISE COUNTY ADMINISTRATIVE
POLICY
FOR BOISE COUNTY USE OF INFORMATION TECHNOLOGY SYSTEMS,
WITH AN EFFECTIVE DATE**


WHEREAS, the Boise County Board of Commissioners has drafted the Boise County Administrative Policy on use of Information Technology Systems known as Resolution #99-15 : and

WHEREAS, diligent review and discussion of the new policy has been held by the Board:

NOW THEREFORE BE IT RESOLVED, that Boise County resolution #99-15 be known as the Boise County Administrative Policy on Information Technology Systems, be adopted with an effective date of March 22, 1999.

APPROVED AND ADOPTED this 22nd day of March, 1999


BOISE COUNTY BOARD OF COMMISSIONERS



John S. Foard, Jr., Chairman

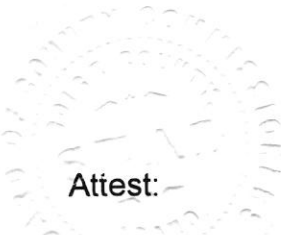
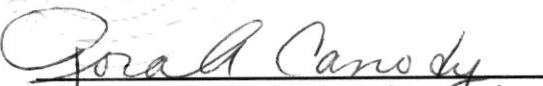


John N. Dyer, Commissioner



Dale Hanson, Commissioner

Attest: -

Rora A. Canody, Clerk to the Board

BOISE COUNTY
ADMINISTRATIVE POLICY

Resolution #99-15
March 22, 1999

BOISE COUNTY

ADMINISTRATIVE POLICY

DATE: 3/22/99

SUBJECT: **Boise County Acceptable Use of Information Technology Systems**

PURPOSE: Boise County maintains a variety of information technology systems to be used in the conduct of its business. These systems are the property of Boise County and are to be used for conducting the business of Boise County within the scope of the policies contained herein.

DEFINITIONS: "Information technology" means all present and future forms of computer hardware, software and services used or required for automated data processing, computer-related office automation or telecommunications (IC 67-5745A).

"Telecommunications" means all present and future forms of hardware, software or services used for transmitting voice, data, video or images over a distance (IC 67-5745A).

SCOPE: The scope of technology systems covered under this policy includes, but is not necessarily limited to, the use of telephones (including wireless/cellular), two-way radios, electronic mail, voice mail, facsimile (fax), internal and external computer networks (agency intranet, and the Internet).

- POLICY:**
1. Documents, messages and/or information distributed using the various technologies defined herein are considered forms of inter-office communication, some or all of which may be subject to Idaho's public records laws, and shall be treated with the same care and preparation as any other inter-office documents, messages, or information.
 2. Information distributed via these technologies may be subject to State confidentiality law (IC 63-3076). The same standards apply to confidentiality of electronic records that apply to paper documents. Employees shall disclose such information only to authorized individuals. The use of passwords for security does not guarantee confidentiality.

All passwords are available to Network Administrators. Since others within this agency or external to this agency may be able to copy, save and/or see documents, messages and information distributed using these systems (in some cases, even after being deleted or erased), employees must consider this fact when using these systems.

3. The use of these systems is reserved for the conduct of business at Boise County. These systems may not be used to promote, advocate or solicit for commercial ventures, religious or political causes, outside organizations, or other non-job-related or non-agency-sanctioned activities. Incidental personal use of these systems by employees is acceptable as long as such use is lawful, non-commercial, and does not, in the judgment of management, adversely affect either overall system operation or employee job performance. Any employee use of these systems that results in unauthorized expense to the agency will be charged to said employee at current reimbursement rates established in existing law, rule or policy.
4. Boise County's policies on harassment and employee conduct apply to use of these systems (see Boise County Personnel Policies Manual and Resolution #98-6, effective January 1, 1998). Employees shall not use these systems to create and/or distribute documents or messages that are intimidating, hostile or offensive in nature.
5. Boise County shall not intentionally collect non-work-related personal data about an employee through electronic monitoring of these systems. However, Boise County reserves right to monitor these systems to ensure they are being used properly and in accordance with its policies and guidelines.
6. All cellular telephones will be under one contract negotiated by the Board of County Commissioners.
7. Any employee who violates this policy or uses these systems for improper purposes shall be subject to discipline, up to and including dismissal from employment [Boise County Personnel Policies Manual & Resolution # 98-6, effective 01/01/98].